



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

05/21/04

Volume 148

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)



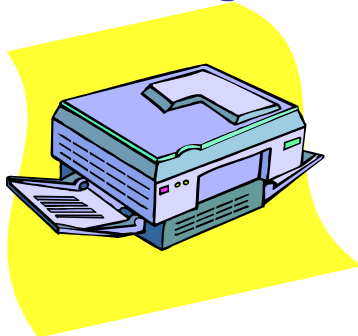
Save the Date!
CT Shops 2004
November 9, 2004!

TABLE OF CONTENTS

NOTEWORTHY NEWS	2
Watch for a Totally New Digital Copier Contract!	2
Buy Smart...Buy Together Update	2
CT Environmentally Preferred Purchasing	3
<i>Residential Electronics Recycling Collections Were a Huge (and we mean HUGE) Success!</i>	3
Anyone Care For a Piggyback?	4
Choosing a Safe Summer Camp	4
EPARTNERS	5
CONTRACT INFORMATION:	6
DAS Contracts	6
Contracts Expiring	6
BID NOTICE POSTINGS	6
CORE-CT INFORMATION	7
Looking for Catalog Items in Core-CT/PeopleSoft?	7
Getting Help Quickly And Easily	7
"CERTIFICATION CENTRAL"	7
PEPPY'S POINTS TO PONDER	8
Preparing for Memorial Day	8
ASK PEPPY!	8
Peppy's Toolbox	8
TECH TALK WITH MS. BITS N' BYTES	9
HOME COMPUTER...I am being hacked! What do I do?	9
Website of the Week... Welcome to Connecticut Tourism!	9
DEPARTMENT OF INFORMATION TECHNOLOGY	10
Contracts & Purchasing Division Information	10
DOIT Bid/ Proposals	10
DOIT Contract Awards	10
CONTACT US	11
Miss a Previous Issue of WIN?	11

Watch for a Totally New Digital Copier Contract!

This is big news! Really big! We are talking really, really big. **Imagine that you will no longer lease your office copiers!** Can you believe that? You will, when you see the new digital copier contract. The State has radically changed the way digital copiers will be acquired and that means savings for you!



With the new contract you will be purchasing copies and prints, **not** the equipment. The concept is called demand management and you will only pay for what you actually print or copy, on a cost-per-copy basis. By switching to this new program we anticipate savings of over 13% per year!

Look for more exciting details about the new Digital Copier Contract in the near future here in WIN!



Buy Smart...Buy Together Update

It's been awhile since we've given you an update on the Buy Smart...Buy Together Initiative. As you will recall, this initiative was initiated last fall in an effort to leverage the State's purchasing power and achieve greater cost savings through the use of State contracts. As we finalize this phase of the effort, talk is stirring on the streets about the results, and the new contracts are coming your way very soon! As a teaser, here are some highlights of our accomplishments to date:

- Completed negotiations in seven (7) commodity categories
- Identified significant savings in all of these categories so you can reap the benefits in the upcoming fiscal year.
- Positively impacted our supplier diversity program by meeting and/or exceeding existing small and minority business opportunities.



While much has been done, utilization of these new contracts, once they are awarded, will be the key to capturing the full potential of the project and real savings. Your continued partnership will be crucial to achieving the best results from these efforts. Stay tuned for category specific updates, transition measures and announcements of new contracts in upcoming issues on WIN. As always, if you have any questions, feel free to contact the Buy Smart...Buy Together team at 860-713-5288 or buysmart@po.state.ct.us

Residential Electronics Recycling Collections Were a Huge (and we mean HUGE) Success!



Not that we ever doubted it, but the Environmentally Preferred Disposal of Electronic Equipment for Connecticut's Towns and Municipalities contract [02PSX0254](#) is clearing some space in basements all over Connecticut while helping to protect the environment!

Take a look at these numbers from the two residential electronics collections that took place last Saturday, May 15th:

- Capitol Region East Operating Committee (CREOC) collected a whopping **73,088 pounds** of electronics at the Manchester Landfill! This represents a **90% increase** over their last collection of 38,320.
- The City of New Haven, holding their collection at the DPW, collected **11,284 pounds** of electronics, a **58% increase** over their last collection of 7,137.

This contract has aided Connecticut's municipalities in the collection of over **133 tons** of household electronics since June of 2002! And, more events are being scheduled:

June 17, 2004 – Tunxis Recycling Operating Committee (TROC) to be held in Plainville.

July 17, 2004 – City of New Haven to be held at the DPW.

September 18, 2004 – Capitol Region East Operating Committee (CREOC) to be held in Manchester.

September 25, 2004 – City of New Haven to be held at the DPW.

November 13, 2004 – City of New Haven to be held at the DPW.

Part of this success is certainly due to the news coverage provided by Channel 3, WFSB that started at 6:00 am in Manchester. Newscaster Leon Collins interviewed Matt Smith from SpaceFitters and Barbara Moser from DAS, as well as unsuspecting residents pulling in to drop off used electronics. Although scheduled to begin at 8:00 am and end at 1:00 pm, the Manchester event opened for business at 7:30 and removed the last electronics from a car trunk at 2:30 pm. A long day for the twenty or so SpaceFitters employees and two volunteers from Glastonbury, but definitely worth it when you consider some of the pollutants that were averted from the waste stream.

Some electronics products (mostly those with cathode ray tubes or CRTs, circuit boards, batteries, and mercury switches) contain hazardous or toxic materials such as lead, mercury, cadmium, chromium, as well as plastics treated with flame-retardants that emit dioxin when incinerated.

There are more than a few benefits associated with using this contract. First, you won't need to go out to bid for your own event. Second, the contract offers municipalities all the protections

and support of the state contract. Third, SpaceFitters handles the planning, set-up and clean-up for you. Fourth, and most important to maintaining the quality of life we enjoy in Connecticut, the contract ensures the *environmentally preferable* disposal of residential electronics.



Do you think your town could benefit from a similar event? If you're interested in scheduling a residential electronics recycling collection you may contact Matt Smith of SpaceFitters at (860) 560-1631.

CT DAS state contracts offer a number of environmentally preferable products and services. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at barbara.moser@po.state.ct.us or call at (860) 713-5081.



Anyone Care For a Piggyback?

No, we are not talking about carrying you on our backs but we are willing to give you a helping hand! What we are talking about is actually "piggybacking" off state contracts. You already know that you could use "all using agency" contracts. But, did you know that if you see an agency specific contract that you would like to use, there is a good chance that the contract vendor will extend the contract to you?

To take advantage of an agency specific contract, simply contact the awarded vendor and ask to have the contract terms and conditions extended to you. Wouldn't it be great if you did not need to go out to bid or get quotes? If you are a Connecticut state agency, municipality, school or qualified not for profit organization check out **all** of our contracts to see how you can save time and money!

Choosing a Safe Summer Camp

With the end of the school year quickly approaching, many parents and guardians are considering sending their children to summer camp. Now is the time to do some research so that you will be confident of your child's happiness and safety if you opt to send your child to camp this summer. **Securitas Security Services**, one of the vendors on the **Security Guard Services Contract 00PSX0001**, sent the following guidelines for us to share with our readers. Use the following security / safety recommendations when choosing a provider.



Your camp selection should meet your child's interests and your family's daycare needs. The following questions should be useful in helping you sift through the camp options for your child:

- Do the camp hours fit your work schedule?
- Is extended care available if you are delayed at work or in traffic?
- May parents visit the camp unannounced?
- What is the camp's policy when a child gets sick?
- Is a doctor or nurse on call for campers at all times?

When you have completed your initial research and have selected a few options, visit the camps with your child and compare the locations, facilities, and staffs. You can see for yourself if the facility is well maintained and clean. During these visits, ask the camp director or the director's designee the following questions:

- What are the camp director's and staff members' qualifications?
- Has the staff received specialized training such as CPR and first-aid?
- Is the staff able to care for children with special physical, medical, or emotional needs?
- Have background checks been conducted on all staff members? NOTE: Each staff member's criminal history should be checked to determine if there is a record of sexual or physical assault or other serious offenses. Drug screening should be done to determine if there is a history of substance abuse. Work references should be checked in an effort to determine work ethic, maturity, and emotional stability.
- What is the staff-to-camper ratio?
- Do certified lifeguards supervise campers while they are in the water?
- Are campers required to wear life preservers when boating or canoeing?
- Are campers provided with protective equipment for sports activities?
- Are there periodic fire drills for both campers and staff?
- Does the camp have written plans regarding camp safety, health, and fire safety?

Finally, is the camp accredited by the American Camping Association (ACA)? NOTE: ACA accreditation is voluntary and ensures that camp practices have been measured against national standards, i.e., above and beyond a state's licensing requirements. For more information on the ACA accreditation standards, please see the organization's website <http://www.acacamp.org/>

ePartners



Did you hear? There now is a webpage that is devoted just for our ePartners! That's right. This site designed for Connecticut municipalities, schools and not for profit organizations in. We want to make sure that your hear about all the free products, services and resources that are available to help you save time and money! To access the ePartners webpage, we have provided a quick "jump" to take your there. Simply click on the following link and be sure to save it as a favorite so you can easily check for the latest information at the click of your mouse!

<http://www.das.state.ct.us/Purchase/ePartners/epartners.asp>

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 05/17/04

Contract #	Contract Name	For:	Contract Term
03PSX0374	Asbestos, Lead and Mold Remediation Services	Dept. of Public Works AUSA, Political Subs Divisions, Schools and Not For Profits.	March 5, 2004 through September 30, 2008
04PSX0081	Combination Rear and Side Dump Material Spreader with a Snow Plow Push Frame installed on a 37,000 lb. GVWR Cab and Chassis	Department of Transportation AUSA and Political Subdivisions of the State	Date of Award through September 30, 2005 or manufacturer's production model year cut-off date, whichever comes first
04PSX0087	Department of Transportations requirements for Locks, Lock Parts and Keys	Department of Transportation AUSA and Political Subdivisions of the State	May 1, 2004 through April 30, 2007 for a period of three (3) years
04PSX0056	Purchase of 54,000 lb GVWR Dump Truck Cab & Chassis	Department of Transportation AUSA and Political Subdivisions of the State	May 7, 2004 through September 30, 2005 or upon the manufacturers production build-out date, whichever occurs first.
04PSX0099	Alternate Fuel E-85 Ethanol Four Door/Four Wheel Drive Sport Utility Vehicle	Department of Transportation AUSA and Political Subdivisions of the State	May 12, 2004 through September 30, 2005

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of "Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days". Choose the radio button marked "**Expiring** Contracts" and select the time frame. Then click "Get Contracts". That's all there is to it!



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

Core-CT Information



Looking for Catalog Items in Core-CT/PeopleSoft?

Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)



Getting Help Quickly And Easily

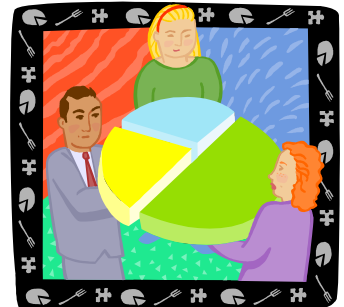
Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[Help](#)

“Certification Central”

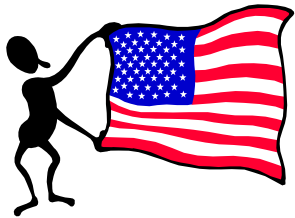
Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.



http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.



Peppy's Points to Ponder

Preparing for Memorial Day

The "Memorial" in Memorial Day has been ignored by too many of us who are beneficiaries of those who have given the ultimate sacrifice. Often we do not observe the day, as it should be, a day where we actively remember our ancestors, our family members, our loved ones, our neighbors, and our friends who have given the ultimate sacrifice. Help to restore the true meaning of Memorial Day this year. We need to remember the cost of war, we need to remember the price paid for our freedoms, we need to not let those who died, die forgotten and in vain. This year commemorate Memorial Day by:



- Visiting cemeteries and placing flags or flowers on the graves of our fallen heroes.
- Visiting memorials.
- Flying the US Flag at half-staff until noon.
- Flying the 'POW/MIA Flag' as well (Section 1082 of the 1998 Defense Authorization Act).
- Renewing a pledge to aid the widows, widowers, and orphans of our felled dead, and to aid the disabled veterans.

Thanks to <http://www.usmemorialday.org/index.htm> for sharing these suggestions.

Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming!
Don't be shy! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.



Ask Peppy!

Do you have a purchasing question and you can't seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN.

Peppy's Toolbox

Click on the "toolbox link" at the right to help yourself to any of the helpful "tools" (electronic forms) that are available to you.





Tech Talk with Ms. Bits n' Bytes

HOME COMPUTER...I am being hacked! What do I do?

First thing to do is - Disconnect your computer from the Internet!

Completely pull yourself off from the Internet. Either pull your phone line out of the back of your computer or your Ethernet cable. But one way or another you need to get off the Internet.

The next thing you would do is run your Anti-Virus. Hopefully your Anti-Virus updates are current. Scan your computer and see if you can detect any viruses.

Reboot your computer.

Scan your computer for viruses again.

The next thing to do is make sure you are 100% current on your Anti-Virus software. Run your live update or download a new set of virus definitions. Then RESCAN your computer with the current definitions.



The last step is to update all your Microsoft programs. Microsoft discovers holes in their system quite often. Go to <http://windowsupdate.microsoft.com> and download all critical updates or service packs.



If you are up to date AND you run a firewall then your chances of getting hacked are lessened. Keep your virus definitions up to date and you should be ok.

Thanks to the TechGuys.com for this information.

Website of the Week... **Welcome to Connecticut Tourism!**

Please remember many state agencies have policies for Internet usage, do not click on links at work. Hover over the link, this will show you the full web address. Jot the address down and enjoy it from home.



Summer is upon us; there are so many fun things to do in Connecticut! Preferred Visitors to Ctbound.org have the ability to personalize their experience and gain access to the one-of-a-kind Travel Planner - an interactive tool that can help you plan the perfect Connecticut vacation. To sign up to be a "preferred visitor" go to:

<http://www.ctbound.org/TravelPlanner/>

To go directly to the Welcome to CT Tourism, click on the following link to access a website that is filled with CT getaways, events, vacation guides, family fun ideas, museums and so much more! With gas prices skyrocketing as they are, you will be amazed at how much there is to do...in your own backyard!

<http://www.ctbound.org/>

Don't forget to write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: maureen.blackburn@po.state.ct.us



Keep up to speed with what's happening in the

Department of Information Technology



Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact Information](#) page of their web site.

DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.
-

Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email with the following information:



Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

Send it to Teresa Dupont at teresa.dupont@po.state.ct.us or fax it to her at 860-622-2940. Once she gets the information, they will be added to the “WINner” list!

Likewise, if you do not wish to receive WIN, send us a note and your name will be removed.

Questions? Call Teresa at 860-713-5073.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>